

# Job Opportunity Bulletin

Post Date: April 19, 2017

## ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Salary Range: \$4,600 - \$5,758  
Permanent, Full-Time

**FINAL FILING DATE: UNTIL FILLED**

### JOIN THE DDS TEAM!

For information about the  
**DEPARTMENT OF  
DEVELOPMENTAL SERVICES**

Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

The Associate Governmental Program Analyst is responsible for providing technical support to numerous federally-funded programs that impact individuals with developmental disabilities. The position is responsible for the billing and eligibility systems relative to various federal programs.

For complete duties, please see the duty statement on the following page.

### DESIRABLE QUALIFICATIONS:

- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.
- ❖ Excellent oral and written communication and interpersonal skills.

Please refer to:

Position #: **473-472-5393-704**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be screened and only the most qualified will be interviewed.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority.

Please include on your application the **position #473-472-5393-704** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification).

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment.

If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

### CONTACT INFORMATION

Name: Claudia Lutz  
Number: (916) 322-7784  
Email: [claudia.lutz@dds.ca.gov](mailto:claudia.lutz@dds.ca.gov)



"Building Partnerships, Supporting Choices"

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q  
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION  
OFFICE OF FEDERAL PROGRAMS AND FISCAL SUPPORT  
PROGRAM OPERATIONS BRANCH  
FEDERAL PROGRAMS OPERATIONS SECTION**

**DUTY STATEMENT**

**JOB TITLE:** Associate Governmental Program Analyst      **POSITION #:** 473-472-5393-704

**POSITION DESCRIPTION:** The Associate Governmental Program Analyst (AGPA) is responsible for fulfilling a variety of analytical assignments and providing technical support relative to numerous federally funded programs that impact individuals with developmental disabilities. The AGPA is responsible for the billing and eligibility systems relative to various federal programs. Other duties include analytical and research assignments, management of databases, providing technical assistance on federal programs and researching complex programmatic issues.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** Reports directly to and under direction of the Assistant Chief, Federal Programs Operations Section (SSM I).

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 30% Analyze, review and prepare invoices and reports for federal billing and eligibility. Provide systematic review to ensure consistency and accuracy of reports. Prepare various internal and external reports or correspondence.
- 25% Perform administrative and analytical assignments related to federal programs, state plan amendments; make recommendations for programmatic changes to enhance federal financial participation (FFP); analyze and/or develop legislative proposals, regulations, budget change proposals or other written documents related to federal programs.
- 15% Coordinate and provide technical assistance to regional centers and Department of Developmental Services program staff to accurately monitor, reconcile and process expenditure claims. Track and update regional center allocation information to ensure compliance with multiple contract requirements.

Marginal Job Functions:

- 10% Prepare and ensure accurate data entry of the electronic federal programs billing system. Generate and provide statistical information to federal program team monitors.
- 10% Coordinate activities with other department units, state departments, federal agencies and non-governmental entities necessary to implement FFP proposals.
- 10% Conduct research into federal funding programs and claiming methodologies including analysis of other state waivers and methodologies and adaptation of promising revenue opportunities to California's developmental disabilities service delivery system.

**WORKING CONDITIONS:** Work is performed in an open-spaced partitioned office environment. Job requires sitting for extended periods of time while using a personal computer or reviewing documents and working papers. There may be approximately 5% statewide travel required.

**DESIRABLE QUALIFICATIONS:**

Knowledge of the California developmental disabilities system and the services supports and needs of consumers; federally funded waivers, state plan amendments and other federally funded programs related to the developmental disabilities system; state and federal budgeting policies and procedures.

Develop and maintain cooperative and constructive working relationships with other agencies, the community, and department staff; analyze situations accurately and take effective action; develop Excel worksheets, which include developing calculations and formulae, linking data within workbooks, creating graphs and charts displaying statistical information.

**CERTIFICATION OR LICENSE:** None.